

SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD
DRAFT MEETING MINUTES
Civic Center Library
September 20, 2006

Members Present: Camille Schmidt, Chair
Denise Dowers, Vice Chair
Judy Lewis, Secretary
Paul Lison
Karen Quinn
Linda Tardie
Nancy Walker

Others Present: Rita Hamilton, Library Director
Mary Johnson, Library Operations Manager
Kathy Coster, Manager for Innovation
Cheryl Thomsen, Library Administrative Coordinator
Mary Warner, Administrative Secretary
Martha Ecton, Scottsdale Citizen

CALL TO ORDER

Ms. Schmidt called the meeting to order at 3:30 p.m.

APPROVAL OF MINUTES

Ms. Schmidt asked for any additions or corrections to the minutes of the June 21, 2006 meeting. Ms. Hamilton noted two corrections: add the name Melissa Tornquist to the meeting attendee list; revise the last sentence in Fines & Fees Policy section on page four. No other corrections were noted. Ms. Schmidt then called for a motion to approve the minutes as corrected. Mrs. Tardie so moved; Mrs. Lewis seconded, and the motion passed 7-0.

LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))
Monthly Statistical Report – Cheryl Thomsen

Monthly Statistical Review

| | <u>August 2005</u> | <u>August 2006</u> | <u>% Change</u> |
|------------------|--------------------|--------------------|-----------------|
| Items Circulated | 186,611 | 199,255 | +7% |
| YTD Circulation | 372,259 | 406,567 | +9% |
| Attendance | 110,237 | 108,597 | -1% |
| YTD Attendance | 290,494 | 207,084 | -1% |

The Gift & Memorial Trust Account received \$50 in August; expenses were \$155.81. In the Library Book Sale Special Revenue Account, August income from sales was \$27,593.67 and expenditures were \$8,752.68.

In August 2006, volunteers donated 2,583 hours to the Library, and the public access computers were used 34,718 times.

Library Director's Report – Rita Hamilton

Ms. Hamilton reported that the Mustang Library fence has been installed along the property line. Scottsdale Healthcare paid for half the expense. It appears to be having the desired effect of deterring hospital staff from parking in the Mustang parking lot.

September is National Library Card month. Ms. Hamilton said that was featured at the City Council meeting with an announcement by Mayor Manross encouraging people to use their library cards.

Ms. Hamilton said the library is conducting its first *Smartest Card* campaign. Local businesses have agreed to provide a discount to customers who show their Scottsdale Public Library card during the month of September. In return, the library has listed the names of the businesses that participated in this first-time event in the current Library Event Calendar and on colorful posters displayed throughout the libraries. The campaign was also featured on Channel 15's *Smart Shopper* segment with Daphne Munro.

Ms. Hamilton said that the Arabian Library groundbreaking event on August 4 received coverage in the Scottsdale Airpark News and East Valley Tribune. The contractor is on-site and work has begun on the project.

Ms. Hamilton said that the architects selected for the Appaloosa Library project are DWL Architects + Planners, Inc. / Douglas Sydnor Architect and Associates, Inc. The team designed the Mesa Arts Center and Glendale Foothills Branch library. She said they demonstrated extensive knowledge about the area and the library looks forward to working with them. She also thanked Ms. Schmidt for participating in the architect selection process. The architect selection will go to City Council for approval on October 17. The library will conduct a public input process that will include the architects. All the community will be invited to participate.

How'd We Do? Report – Rita Hamilton

Board members commented on the DVD collection remarks. Ms. Hamilton said the library encourages customers to place "holds" for DVDs. This can be easily done on the website.

Ms. Hamilton said the city is evaluating the signage and handicapped parking spaces on 75th Street. The city is also planning an eventual upgrade of handicapped parking spaces in the parking garage.

Library Services Highlight – Rita Hamilton

Ms. Hamilton explained that the scheduled library services highlight of Tutor.com would not be presented at this meeting because it is still in the process of being installed on the library servers. It will be on the agenda for the October meeting.

Ms. Hamilton distributed the Scottsdale Public Library's Strategic Plan Final Results for 2005-2006 goals and objectives. She briefly reviewed the seven goals identified by the citizen planning committee that focused the library's strategy in addressing our community's needs. She reviewed the 49 completed objectives and answered questions.

ITEMS REQUIRING BOARD ACTION

Expenditures

| | |
|--------------------------------|------------------|
| YS Bookbites | \$ 20,360 |
| YS Motherread AZ | \$ 1,000 |
| YS Teen Advisory Board | \$ 1,500 |
| Vol -Printer | \$ 1,200 |
| Vol-Book Corral Merchandise | \$ 6,000 |
| Vol-Hearts & Flowers Volunteer | |
| Appreciation Luncheon--annual | \$ 9,000 |
| YS Teen Read Week | \$ 750 |
| YS Book Buddies--annual | \$ 11,500 |
| PAL Teen Center | \$ <u>720</u> |
| Total | \$ 52,030 |

After discussion, Ms. Schmidt asked for a motion to approve the September 2006 proposed expenditures. Mrs. Quinn so moved; Ms. Dowers seconded, and the motion passed 7-0.

Fines & Fess Policy - revised

Ms. Hamilton reviewed that the city raised the charge for non-sufficient funds returned checks from \$15 to \$25, effective immediately, causing the library to charge the

new rate for returned checks before it could be approved by the Library Board. At the June 2006 Library Advisory Board meeting, Ms. Hamilton had asked the Board for their verbal consent to approve the library charging \$25 for each NSF returned check. She said the item would appear as an agenda item at the September 2006 Board meeting to formally adopt the new amount.

Ms. Hamilton asked the Board to formally approve the non-sufficient funds check charge of \$25. She also asked for approval of an additional item that allows the library to charge \$5 for a lost or destroyed Literature Studies item. Ms. Schmidt called for a motion to approve the revisions to the Fines & Fees Policy. Mrs. Walker so moved; Mr. Lison seconded, and the motion passed 7-0.

Lost & Found Policy - revised

Ms. Hamilton explained that the library will only keep lost library cards until the close of the business day. The policy was revised to reflect this procedure. Ms. Schmidt called for a motion to approve the revisions to the Lost & Found Policy. Mrs. Lewis so moved; Mrs. Walker seconded, and the motion passed 7-0.

INFORMATIONAL ITEMS

Announcements/Issues for Future Discussion:

Ethics Training for Boards & Commissions

Ms. Hamilton expressed her appreciation to the Board members for signing up for the mandatory city-sponsored ethics training classes for Boards and Commissions and reviewed the schedule.

Open Call to the Public (ARS38-431.02)

Mrs. Ecton asked about the architect firm selected for the Appaloosa Library project.

With no further business to discuss, Mrs. Schmidt called for a motion to adjourn. Mr. Lison so moved; Mrs. Walker seconded, the motion passed 7-0 and the meeting was adjourned at 4.30 p.m.

Respectfully submitted,

Mary Warner
Administrative Secretary